

**Minutes**  
**Historic District Commission Meeting**  
**Monday August 15, 2016**  
**Town Hall Meeting Room, Old Town Road**  
**7:00 pm**

**Present:** Chair William Penn, Vice Chair Martha Ball, Mike Ballard, Claire McQueeney, Dennis Riordan, and Mark Vaillancourt. Kate Campanale, Administrative Assistant was present for recording of the minutes.

**Absent:** W. Douglas Gilpin

**A. Call to Order:** Meeting was called to order at 7:05 pm

**B. Matters from the Public not on the Agenda:** None heard

**C. Approval of July 18, 2016 Minutes:** Ms. Ball made a motion, seconded by Ms. McQueeney to approve the minutes as presented.

6 ayes (Penn, Ball, Ballard, McQueeney, Riordan, Vaillancourt)  
1 Absent (Gilpin)

0 Nays

**D. Preliminary:**

**1. Doyon, Gary & Grace, Plat 5, Lot 4.** Application to construct a garage.

Grace Doyon presented the application. They are proposing to build a detached garage 18' x 24'. The contractor was unable to be present to discuss the plan and location. The site plan that was presented was an older sketch of the property and didn't show new home footprint. The Commission agreed that they would need an accurate site plan that was to scale showing existing buildings and proposed. They would also like to see an elevation view of the property as it would appear from Corn Neck Road. The homeowners would really like to get their approvals as soon as possible so they can get started on this project. The Commission did agree they would be willing to hold a special meeting once the required plans are submitted.

Mr. Penn made a motion, seconded by Mr. Ballard to defer action on this application until required plans are submitted as well as a building materials list required for final approval.

6 ayes (Penn, Ball, Ballard, McQueeney, Riordan, Vaillancourt)  
1 Absent (Gilpin)

0 Nays

**E. Matters for Discussion**

**1. Illegal Signage within Historic District:**

Kate reported that sign enforcement is ongoing within the Historic District. The Commission received a memo from Marc A. Tillson outlining a recent meeting with Mark Jones of the Old Harbor View Take-Out. In this meeting Mr. Jones discussed a plan for gaining approval for a new sign plan at this business location. Mr. Jones will have a representative present at the September meeting with a proposed sign plan for this property.

Additional sign violations were added to the list Kate is compiling and working on for enforcement. The Commission is pleased with the enforcement this summer and supports continued enforcement of violations.

## **2. Demolition by Neglect:**

Mr. Gilpin emailed a list of properties that are of concern both within and outside of the Historic District. The commission briefly discussed the listed properties and voiced concerns about these structures having to eventually be torn down. There was no further discussion or resolution on this topic.

## **F. Adjournment**

Mr. Ballard made a motion, seconded by Mr. Riordan to adjourn at 7:40

6 ayes (Penn, Ball, Ballard, McQueeny, Riordan, Vaillancourt)  
1 Absent (Gilpin)

0 Nays